

Indiana Department of Transportation
RFP No. 06-02
3-13-06 Posting Date
Request for Proposals Notification
Response Due Date: 4-3-06

Summary of Items Included

GREENFIELD DISTRICT OFFICE

1. [Construction Inspection Services](#)
2. [Construction Inspection Services](#)
3. [Construction Inspection Services](#)
4. [Construction Inspection Services](#)

CENTRAL OFFICE – DIVISION OF PLANNING

5. [US 50 Corridor Planning and Environmental Assessment Study](#)

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Kathy Caplinger at kcaplinger@indot.in.gov

Letter of Interest Submittal Instructions

Firms interested in being considered for selection should respond by sending **one (1) electronic copy of a Letter of Interest (LoI) in pdf (preferred) or tif format** as an attachment to an email directed to Contractsrfp@indot.state.in.us . One email with one attachment containing the entire LoI for an item is to be submitted for each item for which a firm is interested in being considered. The file name and email subject line should reference the RFP No., consultant name or nickname with no spaces and no more than 10 characters and the Item No. similar to the following: **RFP0602LoI-[Firm Name or Nickname]-ItemNo-##**. A reply confirmation of

receipt will be returned for each email submittal within 8 business hours of receipt.

Hardcopies with an electronic copy on CD will also be accepted as a less preferred alternative. Please **do not** submit via email and via hardcopy! Hardcopies shall be packaged separately for each item and reference the RFP No. and Item No. on the outside of each. Hardcopies are to be submitted to:

Kathy Caplinger, Consultant Services Section
100 North Senate Avenue, Room N855
Indianapolis, Indiana 46204-2249

All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on April 3, 2005, to be considered. When completed, selections will be announced through the [Department's Website](#) .

Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein based on a Letter of Interest (LoI). The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submitted LoI's are shown below.

To be eligible for selection consideration firms' must have previously submitted a prequalification package and the packages must have been found to meet the technical requirements for the required qualification categories listed. The list of eligible firms and their acceptable categories may be found at [Department's Website](#). Selected firms will have to be found fully certifiable as prequalified both technically and financially to be able to enter into a contract for services.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to ten (10) 8½" x 11" single sided pages for Identification and Qualifications, two (2) pages for the combined Key Staff and Project Approach and one (1) page for an Affirmative Action Certification, unless otherwise noted in the Project Description. The total limit is thirteen (13) pages. All pages including the transmittal letter count toward the limit.

3. Please adhere to the following requirements in preparing and binding hardcopy letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" bond paper only, no glossy paper.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
4. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the name, address of the responsible office from which the work will be performed and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Firms eligible to submit for RFP's" link available from the [Department's Website](#).
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the

advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Affirmative Action Certification

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation attached to the LoI that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). This "good faith efforts" documentation will not be counted toward the page limit of the LoI. Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Firms eligible to submit for RFP's" link available from the [Department's Website](#).

DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

INDOT's Consultant Prequalification Manual is available on [Department's Website](#).

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP No. ____, Item No. ____

Consultant Name: _____

Services Description: _____

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Historical Performance.				
	Timeliness score from performance database.			15	0
	Quality/Budget score on similar work from performance database.			15	0
	Quality/Budget score on all INDOT work from performance database.			10	0
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated unique expertise and resources identified for req'd services for value added benefit.	2		15	0
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated experience in similar type and complexity.	2		5	0
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
	Historical Performance of Firm's Project Management from database.			5	0
Approach to Project	Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2		10	0
	High level of understanding and/or viable inovative ideas proposed.	1			
	Basic understanding of the Project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff to office relative to project.				
	Within 15 mi.	2		5	0
	16 to 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Total					0

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on location of the indicated responsible consultant office relative to the project location or to the center of the geographical coverage of the region for which the services are applicable.

GREENFIELD DISTRICT

Item No. 1. Construction Inspection Services

One (1) CONSULTANT will be selected to provide supplemental inspection personnel for the Greenfield District of INDOT as needs arise on construction contracts.

Work Description:

It is anticipated that approximately two (2) project engineers/supervisors and five (5) inspectors will be required during the course of this contract. This contract is expected to span the construction seasons of 2006 and 2007. Winter season work may be necessary for some personnel. The personnel may be expected to work for up to twelve (12) hours per day or at night. Inspection forces may be reduced during the months from December to March during the assigned construction contract period. The CONSULTANT's personnel shall work under the Area Engineers and/or Project Engineers provided by INDOT. The hours and staffing will be controlled by the Greenfield District. It is expected that most of the work will be performed in Howard and Delaware counties.

The CONSULTANT shall furnish all construction field testing equipment, including nuclear gauges, necessary to sample and test materials in accordance with INDOT procedures. The CONSULTANT shall provide personnel local to the Greenfield District such that lodging expenses will not be incurred. Travel time will not be reimbursable for less than 50 miles commute each way to the assigned location.

Estimated Agreement Value: \$1,200,000.00.

Agreement Type: Negotiated labor rate, Federal funding involved

Term of Agreement: Expiration on 3/1/08

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Group 13, Construction Inspection currently has no defined criteria. Therefore, the following shall constitute as the minimum requirements for an individual assigned under this agreement:

1. Indiana licensed Professional Engineer or
2. Graduate from an accredited college with a BS in Civil Engineering or
3. Certified under INDOT's Certified Technician Program

Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction personnel prior to such tests being required on the assigned project.

GREENFIELD DISTRICT

Item No. 2. Construction Inspection Services

One (1) CONSULTANT will be selected to provide supplemental inspection personnel for the Greenfield District of INDOT as needs arise on construction contracts.

Work Description:

It is anticipated that approximately five (5) inspectors will be required during the course of this contract. This contract is expected to span the construction seasons of 2006 and 2007. Winter season work may be necessary for some personnel. The personnel may be expected to work for up to twelve (12) hours per day or at night. Inspection forces may be reduced during the months from December to March during the assigned construction contract period. The CONSULTANT's personnel shall work under the Project Engineers provided by INDOT. The hours and staffing will be controlled by the Greenfield District.

The CONSULTANT shall furnish all construction field testing equipment, including nuclear gauges, necessary to sample and test materials in accordance with INDOT procedures. The CONSULTANT shall provide personnel local to the Greenfield District such that lodging expenses will not be incurred. Travel time will not be reimbursable for less than 50 miles commute each way to the assigned location.

Estimated Agreement Value: \$750,000.00.

Agreement Type: Negotiated labor rate, Federal funding involved

Term of Agreement: Expiration on 12/31/07

DBE Goal: 20%

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Group 13, Construction Inspection currently has no defined criteria. Therefore, the following shall constitute as the minimum requirements for an individual assigned under this agreement:

1. Indiana licensed Professional Engineer or
2. Graduate from an accredited college with a BS in Civil Engineering or
3. Certified under INDOT's Certified Technician Program

Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction personnel prior to such tests being required on the assigned project.

GREENFIELD DISTRICT

Item No. 3. Construction Inspection Services

Two (2) CONSULTANT'S will be selected to provide supplemental inspection personnel for the Greenfield District of INDOT as needs arise on construction contracts.

Work Description:

It is anticipated that approximately five (5) inspectors will be required during the course of this contract. This contract is expected to span the construction seasons of 2006 and 2007. Winter season work may be necessary for some personnel. The personnel may be expected to work for up to twelve (12) hours per day or at night. Inspection forces may be reduced during the months from December to March during the assigned construction contract period. The CONSULTANT's personnel shall work under the Project Engineers provided by INDOT. The hours and staffing will be controlled by the Greenfield District.

The CONSULTANT shall furnish all construction field testing equipment, including nuclear gauges, necessary to sample and test materials in accordance with INDOT procedures. The CONSULTANT shall provide personnel local to the Greenfield District such that lodging expenses will not be incurred. Travel time will not be reimbursable for less than 50 miles commute each way to the assigned location.

Estimated Agreement Value: \$750,000.00.

Agreement Type: Negotiated labor rate, Federal funding involved

Term of Agreement: Expiration on 12/31/07

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Group 13, Construction Inspection currently has no defined criteria. Therefore, the following shall constitute as the minimum requirements for an individual assigned under this agreement:

4. Indiana licensed Professional Engineer or
5. Graduate from an accredited college with a BS in Civil Engineering or
6. Certified under INDOT's Certified Technician Program

Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction personnel prior to such tests being required on the assigned project.

GREENFIELD DISTRICT

Item No. 4. Construction Inspection Services

One (1) CONSULTANT will be selected to provide supplemental inspection personnel for the Greenfield District of INDOT as needs arise on construction contracts.

Work Description:

It is anticipated that approximately three (3) inspectors will be required during the course of this contract. This contract is expected to span the construction seasons of 2006 and 2007. Winter season work may be necessary for some personnel. The personnel may be expected to work for up to twelve (12) hours per day or at night. Inspection forces may be reduced during the months from December to March during the assigned construction contract period. The CONSULTANT's personnel shall work under the Project Engineers provided by INDOT. The hours and staffing will be controlled by the Greenfield District.

The CONSULTANT shall furnish all construction field testing equipment, including nuclear gauges, necessary to sample and test materials in accordance with INDOT procedures. The CONSULTANT shall provide personnel local to the Greenfield District such that lodging expenses will not be incurred. Travel time will not be reimbursable for less than 50 miles commute each way to the assigned location.

Estimated Agreement Value: \$450,000.00.

Agreement Type: Negotiated labor rate, Federal funding involved

Term of Agreement: Expiration on 12/31/07

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Group 13, Construction Inspection currently has no defined criteria. Therefore, the following shall constitute as the minimum requirements for an individual assigned under this agreement:

1. Indiana licensed Professional Engineer or
2. Graduate from an accredited college with a BS in Civil Engineering or
3. Certified under INDOT's Certified Technician Program

Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction personnel prior to such tests being required on the assigned project.

CENTRAL OFFICE – OFFICE OF URBAN & CORRIDOR PLANNING, DIVISION OF PLANNING

Item No. 5. US 50 Corridor Planning and Environmental Assessment Study

Type of Work: INDOT is seeking consultant services to conduct a corridor planning and environmental assessment on US 50 in Jennings and a portion of Jackson County. The assessment shall identify potential transportation system improvements to alleviate congestion in the UAB of North Vernon and the general vicinity. An interim recommendation supporting a set of feasible projects shall be made within 6 months of the notice to proceed. The final study report shall be submitted within 12 months from the notice to proceed.

Project Description:

The study shall provide the following elements:

- Systems level planning and safety analysis for the portion of US 50 from I-65 in Jackson Co. east to North Vernon
- Detailed planning analysis and environmental evaluation of US 50 through North Vernon and in the Muscatatuck State Facility area

The study shall be conducted under the guidelines of the Indiana Streamlined EIS Procedures, which are available at <http://www.fhwa.dot.gov/indiv/eisproc.htm> . The study shall be developed using primarily existing data sources but may need to be supplemented to include additional fieldwork.

In the streamlined EIS process, opportunities for resource agency input and comment are provided at three (3) key milestones:

1. Purpose & Need and Preliminary Alternatives to be considered,
2. Preliminary Alternatives Analysis and Screening, and
3. Preferred Alternative and Mitigation.

This planning study will accomplish milestones 1 and 2. The EA/Corridor Study will conclude that each Project examined in the study either "does" or "does not" involve significant impacts. The EA/Corridor Study will identify the following for each Project (i.e., each project with independent utility):

4. Purpose & Need
5. Preliminary Alternatives and transportation modes considered
6. Alternatives retained for further study

Based on feedback from the Participating Agencies and the public, INDOT will determine if there is consensus to support programming a given design concept and scope into the INDOT Production schedule and MPO 20-year TP. This planning decision may result in one Project, or multiple Projects for which

additional NEPA study is required. FHWA will issue a Notice of Intent (NOI) to initiate an EIS in the Federal Register for each Project and this study will conclude with submittal of the final report.

The EIS for a Project will pick up where this EA/Corridor Study left off. There should be no need to "redo" any of the work accomplished under this EA/Corridor Study. Rather, any future EIS would augment the P&N and screening of preliminary alternatives completed.

Study Task Requirements:

- Establishment of Project Coordination Team, Interagency Review Committee, Community Advisory Committee and a public involvement process to engage stakeholders
- Assessment of existing and future traffic conditions, utilizing travel demand modeling to forecast future traffic and changes in travel patterns due to potential diversionary connectors and assessment of the impact of known economic initiatives at the Muskatatuck Facility
- Identification of purpose and need statement(s), preliminary alternatives, and alternatives retained for future study
- Evaluate a set of alternatives to address both short term and long term solutions to include: traffic operations and intersection improvements, public transportation treatments, potential one-way pair systems, potential connector alignments, roadway widening, and intelligent transportation systems
- A minimum of two coordination points to develop the following:
 - Draft Purpose and Needs
 - Preliminary Alternatives for analysis
 - Screening of alternatives
 - Recommendations resulting from screening
- Provide a website or prepare web content for posting by INDOT for public information and input for the life of the study

Agreement Type: cost plus fixed fee

DBE Goal: 8%

Required Prequalification Categories (Combination of Prime and Sub Consultants):
1.1 Systems planning; 2.1 Traffic Data Collection; 2.1 Traffic Forecasting; 3.1 Routine & minor Traffic Capacity Analysis; 4.1 Routine and Minor Safety Analysis; 5.1 Environmental document Preparation – EA;

Deliverables:	Date
Purpose and Need Statement(s)	notice to proceed plus 6 mos.
Interim recommendation of project(s)	notice to proceed plus 6 mos.
Identification and Evaluation of Alternatives Report	notice to proceed plus 12 mos.
Environmental Assessment	notice to proceed plus 12 mos.

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End of INDOT Web Page for Project Notification